



**U.S. Department of Justice
Office of the United States Trustee
Western District of Washington**

*Park Place Building (206) 553-2000
1200 Sixth Avenue, Suite 600 (206) 553-2566 (fax)
Seattle, WA 98101-3100*

CORRECTING IDENTIFYING INFORMATION

Individual Debtor(s)/Debtor's Attorney:

The identifying information (proof of ID as to name or social security number ("SSN")) provided by the individual debtor at the meeting of creditors does not match the name or SSN in the bankruptcy documents. The information provided in the bankruptcy documents appears to be incorrect, and must be corrected within 10 days, as follows:

1. If the debtor's name is incorrect:

- (a) File an amended petition with the Bankruptcy Court which contains the debtor's legal name;
- (b) Obtain the mailing matrix for the case from the Bankruptcy Court and mail a copy of the amended petition to all parties in interest listed on the matrix; and
- (c) File a certificate of service with the Bankruptcy Court certifying that the amended petition was sent to the parties in interest on the mailing matrix and *serve a copy of the certificate of service on the Office of the United States Trustee.*

2. If the debtor's social security number is incorrect:

- (a) Submit an amended Official Form 21 to the Bankruptcy Court showing the *full and correct* SSN;
- (b) Obtain the mailing matrix for the case from the Bankruptcy Court and mail a copy of amended Official Form 21 to all parties in interest on the matrix. *The United States Trustee is a party in interest and must receive a copy of Official Form 21* either by hard copy, or by email (preferred) to: **ustpreion18.se.ecf@usdoj.gov** (please put "Correcting Debtor ID" in the email subject line); and
- (c) File a certificate of service with the Bankruptcy Court certifying that the complete amended Official Form 21 was sent to the parties in interest on the matrix and *serve a copy of the certificate of service on the Office of the United States Trustee.*

A copy of this memorandum and applicable forms are located on the United States Trustee's website at: http://www.usdoj.gov/ust/r18/s_library.htm

If you have questions, please contact Judi Anderson at 206-553-2000, ext. 232, or via email to: **Judi.Anderson@usdoj.gov**

Last Revised: January 13, 2004